

ACTIVE/GUARD RESERVE VACANCY ANNOUNCEMENT

*****One Time Occasional Tour (OTOT)*****

*****Permanent Change of Station Funding is not authorized*****

**Human Resources Office
Kentucky National Guard
100 Minuteman Parkway
Frankfort, Kentucky 40601-6168**

ANNOUNCEMENT #: AGR AF 17-081

OPENING DATE: 21 Mar 17

CLOSING DATE: 21 Apr 2017

POSITION TITLE, AFSC, AND GRADE:

Enlisted Accessions Recruiter

AFSC: 8R000

MIN/MAX GRADE: E4/SrA –E6/TSgt

SUPERVISOR: MSgt Anthony Walker (502)413-4222

APPOINTMENT FACTORS

Enlisted

Secret Security Clearance required

(Must have a favorable adjudication of a T3 level investigation)

UNIT AND LOCATION OF POSITION

KYANG JFHQ

Louisville, KY

AREA OF CONSIDERATION:

AREA 1: Open to current AGR members already assigned to the Kentucky Air National Guard.

AREA 2: Current members of the Kentucky Air National Guard.

AREA 3: All qualified candidates eligible and willing to become a member of the Kentucky Air National Guard. Selected individual must become a member of the Kentucky Air National Guard prior to effective date of hire.

MINIMUM REQUIREMENTS:

1. Qualification in and possession of AFSC 8R000 (not required in order to apply for the position).

OR:

2. Completion of high school or general educational equivalency is mandatory and must meet the following requirements for entry into the AFSC:

MANDATORY REQUIREMENTS:

1. ASVAB dual aptitude of 24 (G) and PULHES 111321.
2. Prior qualification at the 5-skill level (3-skill level if no 5-level exists) in any AFSC is mandatory.
3. SSGts must have completed Airman Leadership School.
4. Attendance and completion of recruiter course is mandatory.
5. Overall rating of "Exceeded some, but not all expectations" or "Exceeded most, if not all expectations" and/or an overall 5 rating on last 3 EPRs.
6. Score 80 or above on last two fitness test, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months. No current fitness exemptions.
7. No history of emotional instability, personality disorder, or other unresolved mental health problems.
8. No record of alcohol or substance, financial irresponsibility, domestic violence, or child abuse.
9. No record of conviction by summary, special, or general courts-martial.
10. No record of disciplinary action (Letter of Reprimand or Article 15) for committing acts of malpractice or

misconduct as defined in AFRSI 36-2001, Recruiting Procedures for the Air Force, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale and welfare of subordinates.

11. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
12. Must maintain local network access IAW AFMANs 33-152, User Responsibilities and Guidance for Information Systems and 33-282, Computer Security.
13. Specialty requires routine access to Secret material or similar environment, completion of a current National Agency Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management.

SPECIALTY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission and operations of the ANG.
2. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
3. Must be able to speak clearly and communicate effectively.
4. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
5. Completion of the applicable sales training programs within one year of assignment is mandatory.

REQUIREMENTS FOR APPLICATION:

1. NGB FORM 34-1(continuation sheets may be used if necessary). ***FAILURE TO SIGN THIS FORM MAY RESULT IN DISQUALIFICATION**
2. Most recent Fitness Test with their application. This can be retrieved from the Air Force Fitness Management System (AFFMSII) also on the portal.
3. Report of Individual Person (RIP). This can be provided from Force Support Squadron, or individual may obtain it from vMPF. THE LONG DOCUMENT (NOT THE Career Data BRIEF) ***FAILURE TO PROVIDE SUCH DOCUMENTS/STATEMENTS MAY RESULT IN DISQUALIFICATION**
4. Most recent physical with PULHES information (or AF Form 422 if applicable), you may need to see your Medical Readiness Group. ***FAILURE TO PROVIDE SUCH DOCUMENTS/STATEMENTS MAY RESULT IN DISQUALIFICATION**
5. Provide proof of documents or statements on ALL mandatory requirements, if not AFSC qualified. ***FAILURE TO PROVIDE SUCH DOCUMENTS/STATEMENTS MAY RESULT IN DISQUALIFICATION**

OPTIONAL ITEMS FOR APPLICATION:

Supporting documents such as DD Form 214, certificates, diplomas, letters of recommendation, etc., are helpful, but do not eliminate the necessity of addressing any qualifications stated on the vacancy announcement.

APPLICATION PROCEDURES:

1. **Hardcopy and faxed applications will not be accepted.** Scan documents in to **ONE FILE** (.pdf file format only) and email to: MSgt Laura Wilson, laura.l.wilson20.mil@mail.mil, MAJ Robert Cornwell, Robert.w.cornwell5.mil@mail.mil and SGT Logan Forrest, logan.a.forrest.mil@mail.mil. Scanned applications have to be emailed by midnight on the closing date. You will receive a confirmation of receipt email from our office. If you do not, then your application has NOT been received.
2. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications may be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your packet is incomplete. **YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

TYPE OF APPOINTMENT

ONE TIME OCCASIONAL TOUR (OTOT) - This is a one-time occasional tour and will not be a career AGR position. Tour will not exceed 30 Sep 2020 unless future funding is authorized by National Guard Bureau. Acceptance of the position constitutes concurrence with these requirements as a condition of employment. At the discretion of the command the individual may be extended without further competition if the current environment warrants such. If AGR selected wants to continue as an AGR will need to find a permanent AGR position.

MISCELLANEOUS INFORMATION:

1. The applicant cannot be entitled to, or cannot be receiving Federal Military retired or retainer pay, or Federal Civil Annuities, or be eligible for immediate Federal Civil Service Annuities.
2. Acceptance of an AGR position will cause termination from the ANG Incentive Program (i.e. Student Loan Repayment, Enlistment/Reenlistment Bonus, etc.).
3. You must become AFSC qualified at the first opportunity possible. Failure to do so will result in termination of your AGR tour.
4. Upon Selection, Enlisted personnel must meet entry-level AFSC qualifications according to AFECD.
5. Upon AFSC qualification, failure to progress in training will result in termination of your AGR tour

EQUAL OPPORTUNITY:

The Kentucky National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political affiliation, religious, marital status, race, color, sex, national origin, age, membership or non-membership in an employer organization, or any other factor that is not job related, in compliance with ANGR 30-2 and ANGR 30-12